

H/SC
XSSC

TO MR. CARY

FROM:

RC *W*

DATE

5 August 1975

SUBJECT: Review Staff Requests for
bio sheet on you and D/LC LOI

SUSPENSE DATE

NOTE:

COORDINATED WITH (list names as well as offices):

Name

Office

Name

Office

Name

Office

ACTION REQUIRED BY GLC: Signature on buckslip to Review Staff

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☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Legislative Counsel

EXTENSION

NO.

OLC 75-1834/a

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Review Staff

Reference: Review Staff 75/708

2.

Attached is unclassified biography of George L. Cary, Legislative Counsel, CIA.

3.

4.

5.

George L. Cary
Legislative Counsel

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15.

9 July 1974

STATINTL

MEMORANDUM FOR:

SUBJECT: Letter of Instruction

1. This memorandum constitutes a Letter of Instruction relating to your responsibilities as Deputy Legislative Counsel. Their enumeration in this manner represents a convenient inventory against which your performance will be measured.

2. Office Mission. The Office of Legislative Counsel is responsible for all congressional matters arising in connection with the official business of the Agency.

a. To keep the Director informed on all congressional matters involving or affecting the Agency.

b. To study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency.

c. To control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies.

d. In coordination with the Comptroller, to conduct liaison with the Office of Management and Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.

e. To supervise the handling of congressional correspondence and inquiries.

3. Scope of Duties. The general scope of your responsibilities are:

- a. To serve as alter ego to the Legislative Counsel in carrying out the responsibility as the principal congressional liaison officer of the Agency.
- b. To assist the Legislative Counsel in overseeing and directing the work of other personnel of the Office of Legislative Counsel.
- c. To act as Legislative Counsel in the latter's absence.
- d. To assist the Legislative Counsel in maintaining regular contact between the Agency and staffs of the CIA Subcommittees of the House and Senate Armed Services and Appropriations Committees, and other committees and Members and keep Headquarters fully informed of developments which might affect the Agency.
- e. To participate in formulating the Agency legislative program, in the preparation of legislation initiated by the Agency, and in analyzing and commenting upon other legislation affecting the Agency.
- f. To assist in monitoring congressional contact by other Agency components.

4. Specific Tasking. During the coming year, I would like you:

- a. To assist me in considering the redistribution of the workload among the various members of the Office. With the acquisition of a new Assistant Legislative Counsel, we should be able to bring more manpower to bear on the handling of requests for Agency views on various legislative proposals.

STATINTL

b. By having [] exercise the bulk of the supervisory work in the drafting of our legislative position papers you should be freer to assist me in handling some of the other problems within the Office and in expanding your level of contacts on the Hill.

c. The amount of original, creative writing that you will be required to do as Deputy Legislative Counsel should be reduced considerably. In reviewing the work of others and the work you may prepare originally yourself you should be guided by the necessity for brevity and clarity of expression.

d. I will also expect you to increase the frequency with which you attend meetings of senior Agency representatives so that we can affect a logical and equitable division of this workload.

GEORGE L. CARY
Legislative Counsel

STATINTL Given to [] - 2 August 1974

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